

# CHECKLIST FOR EMPLOYING BROKER'S LICENSE FOR LIMITED LIABILITY COMPANY, CORPORATION OR PARTNERSHIP (including LIMITED LIABILITY PARTNERSHIP)

"PROMOTING MUTUAL RESPECT"

DO NOT SUBMIT APPLICATIONS BY FAX OR EMAIL

To apply for an employing broker's license for a corporation, limited liability company or partnership, complete an Application for Employing Broker's License for Limited Liability Company, Corporation or Partnership Form, Awareness Statement Form, Original License Application Questions & Certification of Answers and Employing Broker Change Form. **You must contact the Department via e-mail at [Broker.appointments@azre.gov](mailto:Broker.appointments@azre.gov) to schedule an appointment with a Broker Specialist.** There is a 2 to 3 week wait for your appointment and the maximum time allotted will be one (1) hour.

## Provide the following documents:

- Ensure availability of the Legal Name and/or DBA name, if any, for licensure. The Department of Real Estate will not issue a broker's license that is too similar to that of another broker or that may be misleading or cause confusion, A.A.C. R4-28-301(D). Request name approval and courtesy hold using Request for Legal and/or DBA Name Approval Form.
- Submit completed Application for Employing Broker License for Limited Liability Company, Corporation, or Partnership Form.
- Submit a completed Aware Statement Form.
- Submit a completed Employing Broker Change Form and fee of \$10.00.
- Submit a completed Salesperson/ Associate Broker Change Form and \$20.00 (In Office) or process thru the Online Licensing System for \$10.00, if eligible for each salesperson or associate broker being hired to the employing broker.
- Submit an Original License Application Questionnaire & Certification of Answers Form. If you must truthfully answer "yes", additional information is required. Follow the instructions on the Questionnaire, and, as required, also provide the documents listed on the Document Checklist Form.
- Information specific to the type of entity seeking licensure -- see below.
- Any other information required by the Department to verify the applicant's qualifications.

## For A Limited Liability Company:

- A copy of the Articles of Organization and any amendments stamped "Received & Filed" by the Arizona Corporation Commission. Include a copy of the operating agreement (if one) and any amendments.
- A Company resolution signed by all members stating whether management of the limited liability company is established as manager-controlled or member-controlled and the name of the member or manager appointed to act as designated broker. NOTE: If member-managed, the designated broker must be a member; if manager-managed, the designated broker must be a manager.
- The name and address of each member and manager, and the name and address of any person controlling or holding more than 10% of the membership interest in the limited liability company.
- For a foreign limited liability company, submit "Filed" copy of the Application of Authority to conduct business in Arizona from the Arizona Corporation; a "Filed" copy of the original Articles from the state of origin and any amendments. If any member who holds 20% or more interest is a corporation, LLC or partnership, provide copy of articles filed in Arizona and must be legal to do business in Arizona.
- A name that conforms to A.R.S. § 29-602.

## For A Corporation:

- A copy of the Articles of Incorporation and any amendments stamped "Received & Filed" by the Arizona Corporation Commission. If it has been more than 1 year since corporation was filed, a Certificate of Good Standing from the Arizona Corporation Commission is required.
- A corporate resolution stating that the designated broker was elected or appointed as corporate officer, naming the office held, and stating the individual was appointed to act as designated broker for the corporation.
- The name and address of each officer and director, and the name and address of each shareholder controlling or holding more than 10% of the issued and outstanding common shares, or 10% of any other proprietary, beneficial, or membership interest in the corporation.
- A name that conforms to A.R.S. § 10-401.

**CHECKLIST FOR EMPLOYING BROKER'S LICENSE FOR LIMITED LIABILITY  
COMPANY/CORPORATION OR PARTNERSHIP FORM (including LIMITED LIABILITY  
PARTNERSHIP (CONTINUED))**

**If a Foreign Corporation, or Limited Liability Company or Partnership include:**

- The agreement and plan of merger;
- Certificate of Good Standing
- Certificate of Merger on file in the state in which the applicant is domiciled;
- Certificate of Merger on file with the Arizona Corporation Commission;
- A filed and stamped Articles of Merger;
- A filed and stamped Application for Registration of the Foreign Limited Liability Company, foreign corporation or partnership.

**For A General Partnership:**

- A copy of the Partnership Agreement and any amendments.
- The name and address of each partner, and the name of any other person with a beneficial or membership interest in the partnership.
- An agreement signed by all partners, stating the name of the partner appointed to act as designated broker.

**For A Limited Partnership:**

- A copy of the Application of Registration stamped "Received & Filed" by the Secretary of State.
- A copy of the Partnership Agreement and any amendments.
- An agreement or resolution that states the name of the partner appointed to act as designated broker.
- The designated broker shall be:
  - a partner of the general partner if the general partner is a partnership;
  - a member of the member-managed limited liability company or manager of the manager-managed limited liability company if the general partner is a limited liability company;
  - corporate officer of the corporate partner if the general partner is a corporation; or
  - a limited partner of a partnership shall not be designated broker for the partnership.

**For a Limited Liability Partnership:**

- A copy of the Articles of Organization stamped "Received & Filed" by the Arizona Corporation Commission.
- A copy of the partnership Agreement and any amendments.
- An agreement or resolution that states the name of the partner appointed to act as designated broker.
- The designated broker shall be:
  - a partner of the general partner if the general partner is a partnership;
  - a member of the member-managed limited liability company or manager of the manager-managed limited liability company if the general partner is a limited liability company;
  - corporate officer of the corporate partner if the general partner is a corporation; or a limited partner of a partnership shall not be designated broker for the partnership

**IMPORTANT NOTE:**

This is notification of one or more deficiencies in your application. Please correct or submit the deficiencies by the deadline noted or your application will be deemed incomplete and the file closed. The Department must grant or deny a license within a specific period of time once an application is complete. An applicant also has a specific period of time in which to correct any identified deficiency. If you do not provide or correct the identified item(s), or provide the additional information as requested, the application shall be deemed "incomplete" or "withdrawn" and the file closed. If you later wish to apply for a license, you must submit a new application, including applicable fees. R4-28-103. If the Department does not grant or deny a license *based on a completed application* within the allowed time period, the application fee is refunded to the applicant. A.R.S. § 41-1073 et seq.

Save time - take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee **before** you submit to the Department. If the Department receives an incomplete application, we will return the application to you **unprocessed**.

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

This form is available in alternate formats by contacting the Operations Office at 602-771-7760 or  
by email at [forms@azre.gov](mailto:forms@azre.gov)



**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

2910 N. 44<sup>th</sup> St, Ste 140    400 W. Congress, Ste 523  
Phoenix, AZ 85018    Tucson, AZ 85701  
(602) 771-7700    (520) 628-6940

"PROMOTING MUTUAL RESPECT"

For Department Use Only

Entity License No \_\_\_\_\_

Effective Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

By \_\_\_\_\_ ☐ TF 1 ☐ TF 2

**You can do more than renew online! Go to [www.azre.gov](http://www.azre.gov)**

Review checklist before filing this form.

(NO FEE REQUIRED)

**APPLICATION FOR EMPLOYING BROKER'S LICENSE FOR  
LIMITED LIABILITY COMPANY, CORPORATION OR PARTNERSHIP (including LIMITED LIABILITY  
PARTNERSHIP) FORM**

**ENTITY BROKER INFORMATION:**

Type of Entity: ☐ Limited Liability Company ☐ Membership Controlled OR ☐ Management Controlled  
☐ Corporation ☐ Partnership ☐ Limited Liability Partnership

Is there an Operating Agreement? ☐ NO ☐ YES (provide copy)

Legal Name of Entity: \_\_\_\_\_

DBA Name of Entity: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Street, Suite, City, State, Zip)

Mailing Address (if different): \_\_\_\_\_  
(Street, Suite, City, State, Zip)

Business telephone No: (     ) \_\_\_\_\_ Business Fax No: (     ) \_\_\_\_\_

Print legal name of Designated Broker: \_\_\_\_\_

License No: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Federal Tax Id. Number: \_\_\_\_\_

☐ Trust Account (provide details below) ☐ Title Company

Trust Account Information:

Account Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
(Street, City, State, Zip)

A.A.C. R4-28-303 (E) requires the Designated Broker to notify the Department in writing within 10 days of a change in information submitted in this application.

\_\_\_\_\_  
PRINT Designated Broker Name

\_\_\_\_\_  
Designated Broker Signature

\_\_\_\_\_  
Date

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